

NORTHERN TERRITORY BUILDING PRACTITIONERS BOARD

POLICY TITLE:	PAYMENT OF REGISTRATION FEE
POLICY NUMBER:	BPB-002
EFFECTIVE DATE:	23 July 2019

Purpose of Policy:

The application fee for registration as a building practitioner is 920 revenue units for two years, consisting of a non-refundable application fee of 230 revenue units and a registration fee of 690 revenue units. For applicants applying under Mutual Recognition the full fee of 920 revenue units must be paid upon application and the application is not approved 690 revenue units will be refunded. For all other applicants the application fee of 230 revenue units must be paid upon application and the registration fee of 690 revenue units must be paid once the Board has assessed the applicant as suitable for registration.

This policy outlines the administrative process which will be followed (for all applications not lodged under mutual recognition) once the Board has assessed an applicant as suitable for registration in order for a Certificate of Registration to issue.

The dollar value of the fees are displayed on the Board's website and are adjusted with CPI on 1 July each year.

Related Policies/documents:

BPB-014 Lapsed Registration Policy
BPB-016 Fees for Multiple Categories

Policy:

When an application for registration or renewal of registration has been assessed as meeting all registration requirements, the following procedure will apply:

The applicant will be advised in writing:

- That they have been assessed as suitable for registration;
- The date by which the registration fee of 690 revenue units must be paid (two months from the date of the meeting);
- A registration certificate will be issued on receipt of payment of 690 revenue units ;
- Registration will be for a period of two years;
- In the case of new registrations, registration will be effective from the date payment is received;

- In the case of renewals, registration will be effective from the renewal date (provided the application was lodged prior to expiry of their registration);
- Practitioners should advise the Board as soon as possible if there are circumstances which prevent them paying 690 revenue units by the due date;
- Should there be no response from the applicant by the due date, the Board may determine that the application has lapsed.

Adopted by the Building Practitioners Board.



Paul Nowland
Chairperson

Date: 23 July 2019